



Implementation Date: 11<sup>th</sup> September 2019

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## Leave Entitlements

### 1. Purpose

To list the annual leave entitlements for all grades of staff, other than academic staff in the University. This policy replaces Procedures No 19, 26 and 27.

### 2. Procedure for taking leave

All annual leave must be agreed in advance with the Head of School / Head of Administrative and Support Area / Manager. The annual leave year may be decided by the Head of School / Head of Administrative and Support Area/Manager (e.g. 1<sup>st</sup> January, 1<sup>st</sup> September). Annual leave cannot, except by special agreement, be carried forward from one annual leave year to the next.

### 3. University Closure Days

Staff leave entitlement comprises contractual annual leave and mandatory closure periods. The University will retain its practice of mandatory closure for 4 days over the Christmas period.

From 2014, there is no mandatory closure on the afternoon of Trinity Wednesday. Pre 7/1/2014 staff wishing to discharge the traditional ½ days leave on Trinity Wednesday or at another time may do so by agreement with their Head of School/Head of Administrative & Support Area/Manager in the normal way, such leave to be deducted from their total leave entitlement.



In respect of the Library grades listed separately below, staff need to reserve 4 days for the Christmas Closure period, as the Trinity half-day is incorporated into time-in-lieu arrangements for Saturday working.

Good Friday is an additional University closure day, which does not need to be reserved from staff annual leave entitlement. Staff required to work Good Friday will be paid as normal (i.e. no premium pay will apply) and will receive time in lieu (i.e. at flat time) to be discharged at a time agreed with their Manager.

#### **4. Promotion**

From the commencement of the 2016 annual leave year<sup>1</sup>, current leave entitlement (inclusive of closure days) for pre 7/1/2014 staff will be maintained if the leave entitlement for the grade to which the staff member is promoted is less than current entitlement, subject to a maximum entitlement of 30 days. Where current leave entitlement (inclusive of closure days) is greater than 30 days, the leave entitlement on promotion will be reduced to 30 days.

Pre 7/1/2014 employees who at any time in the future lose annual leave days on promotion will receive once-off compensation leave calculated at 1.5 times the annual loss at the time of promotion. In certain situations, staff who take up assignments in a higher grade for short periods will retain the annual leave of their substantive grade.

#### **5. Part-Time Staff**

The leave entitlement of part-time staff is pro-rata to that of comparable full time colleagues.

#### **6. Accrual of Annual Leave while on Sick Leave**

From 1<sup>st</sup> August 2015 arising from the Amendment of the Organisation of Working Time Act 1997, if an employee is absent from work on certified sick leave, annual leave will accrue based on **the statutory annual leave entitlement of 20 days per annum** (pro-rata for part time staff). The annual leave accrued while on certified sick leave must be discharged within

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<sup>1</sup> From 01/01/2016 to 31/12/2016 or 01/10/2016 to 30/09/2017 annual leave years



15 months after the end of the leave year in question or it is forfeited. Staff who are unable to take their annual leave at the appropriate time due to certified illness and who terminate their employment/reach the end of a contract/retire within 15 months of the end of the year in which annual leave is so accrued may be entitled to a payment in lieu of this leave.

<b>ANNUAL LEAVE ARRANGEMENTS</b>	<b>Pre 7.1.2014 Staff</b>  Inc. 4 closure days and ½ day for Trinity Wednesday  <b>Working Days Per Annum</b>	<b>New &amp; Promoted Staff from 7.1.2014</b>  Inc. 4 closure days  <b>Working Days Per Annum</b>
<b>Clinical Academic Staff</b>		
Professor Consultant	32	30
Associate Professor Consultant	32	30
Senior Lecturer Consultant	32	30
Clinical Tutor, School of Physiotherapy	32	30
Director, Student Health Service	32	30
Psychiatrist, Assist Director Student Health	32	30
<b>Administrative Grades</b>		
Snr Admin Officer 1, 2 3	32	30
Admin Officer 1	28.5	30
Admin Officer 1 + 10 yrs service in grade	32	30
Admin Officer 2	28.5	27
Admin Officer 2 + 10 yrs service in grade	32	27
Admin Officer 3	28.5	25
Admin Officer 3 + 10 yrs service in grade	32	25
<b>Executive &amp; Secretarial Grades</b>		
Snr Executive Officer 1 & Executive 1	28.5	27
Snr Executive Officer 2 & Executive 2	25.5	25
Snr Executive Officer 2 & Executive 2 after 5 yrs service in the grade	28.5	25
Executive 3	25.5	23
Executive Officer	25.5	23
Executive Officer after 5 yrs on 10 <sup>th</sup> pt or higher	28.5	23
Secretarial	24.5	22



<b>Technical Grades</b>		
Chief Technical Officer 1	28.5	30
Snr Experimental Officer	28.5	30
Chief Technical Officer 2	25.5	27
Experimental Officer	25.5	27
Chief Technical Officer Specialist	25.5	27
Snr Technical Officer	24.5	25
Technical Officer	24.5	25
Chief Medical Scientist	29.5	30
Snr Medical Scientist	29.5	30
Medical Scientist	26.5	27
Senior Technical Storeperson / Technical Storeperson	24.5	22
Senior Laboratory Attendant / Laboratory Attendant	24.5	22
	<b>Pre 7.1.2014 Staff</b>	<b>New &amp; Promoted Staff from 7.1.2014</b>
	Inc. 4 closure days and ½ day for Trinity Wednesday	Inc. 4 closure days
<b>ANNUAL LEAVE ARRANGEMENTS</b>	<b>Working Days Per Annum</b>	<b>Working Days Per Annum</b>
<b>Storekeepers</b>		
Senior Storekeeper	24.5	22
Storekeeper	24.5	22
Assistant Storekeeper	24.5	22
<b>Estates &amp; Facilities - AEC &amp; Craft Grades</b>		
Area Executive Craftsperson 1	25.5	25
Area Executive Craftsperson 1; after 5 yrs service in grade	28.5	25
Area Executive Craftsperson 2	25.5	23
Area Executive Craftsperson 2; after 5 yrs service in grade	28.5	23
Craftsperson*	27.5*	25*
Craft Apprentice	24.5	22
<b>Estates &amp; Facilities - Operative Grades</b>		
Housekeeping Supervisor	25.5	23
Security Superintendent	24.5	22
Logistics, Premises, Campus Services Operative	24.5	22
Housekeeping, Attendant, Security Officer	24.5	22



General Operative	24.5	22
<b>Sports</b>		
Sports Attendant / Instructor	24.5	22
<b>Library Shop/Guards</b>		
Library Shop Assist 1	25.5	22
Library Shop Assist 2 & 3	24.5	22
Library Guard	24.5	22
<b>Day Nursery</b>		
Day Nursery Supervisor	25.5	22
Day Nursery Deputy Supervisor	24.5	22
Day Nursery Assistant	24.5	22
<b>Catering</b>		
Head Chef, Sous Chef	24.5	22
Chef 1, 2, 3 & Commi chef	24.5	22
Section Supervisor	24.5	22
Senior Catering Assistant	24.5	22
Catering Assistant	24.5	22
<b>Residential Services</b>		
Residential Housekeeping Assistant	24.5	22
Residential Services Attendant	24.5	22

\*Includes three Analogue days where travel time does not apply

	<b>Pre 7.1.2014 Staff</b>	<b>New &amp; Promoted Staff from 7.1.2014</b>
	Inc. 4 closure days	Inc. 4 closure days
<b>ANNUAL LEAVE ARRANGEMENTS</b>	<b>Working Days Per Annum</b>	<b>Working Days Per Annum</b>
<b>Library Staff</b>		
Keeper	32	30
Sub Librarian	32	30
Assistant Librarian 1 & 2	32	30
Library Assistant - Executive 1	29	29
Library Assistant - Executive 2	29	25
Library Executive 3	24	25
Library Executive 3; after 2 years' service in the grade	29	25



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Library Assistant	24	22
Library Assist; after 2 years' service in the grade	29	22

	<b>Pre 7.1.2014 Staff</b>	<b>New &amp; Promoted Staff from 7.1.2014</b>
	Inc. 4 closure days and ½ day for Trinity Wednesday	Inc. 4 closure days
<b>ANNUAL LEAVE ARRANGEMENTS</b>	<b>Working Days Per Annum</b>	<b>Working Days Per Annum</b>
<b>Other Grades</b>		
Research Fellow	24.5	22
Research Assistant	24.5	22
Teaching Fellow	24.5	22
Language Assistant	24.5	22